





SOLAR PERMIT PACKET

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Permit Application

County of Orange

Today's Date: _____

Permit #: _____

TYPE OF PERMIT

- | | |
|--|--|
| <input type="checkbox"/> RESIDENTIAL (RS) | <input type="checkbox"/> COMMERCIAL (NR) |
| <input type="checkbox"/> SWIMMING POOL/SPA (SW/SA) | <input type="checkbox"/> ELECTRICAL (EL) |
| <input type="checkbox"/> MECHANICAL (ME) | <input type="checkbox"/> PLUMBING (PB) |
| <input type="checkbox"/> GRADING (GA/GB) | <input type="checkbox"/> SIGN (SB), SOLAR (SL) |
| <input type="checkbox"/> RETAINING WALL
(Separate attachment required for multiple wall submittal) (RW) | <input type="checkbox"/> Non-Structural (EL, PB, ME Combo) |
| | <input type="checkbox"/> DEMOLITION (DM) |

PROJECT INFORMATION

Address of Project: _____

Address

City

Zip

Location of Site (Decimal Degrees): _____ / _____ Example: 33.687 / -117.786

Latitude

Longitude

Latitude

Longitude

Owner Name: _____ Phone Number: _____

Owner Address: _____

Address

City

Zip

Current Permits: _____

Contractor: _____ License #: _____

Address: _____ Phone Number: _____

Agent/Contact Person *: _____ Affiliation: _____

Phone Number: _____ Fax: _____ Email: _____

Job Description: _____

STRUCTURE SIZE: _____ / _____ / _____

Total

1st floor

2nd floor

3rd floor

GARAGE SIZE SQUARE FEET: _____ SITE ACREAGE: _____

ARCHITECT: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

ENGINEER: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

SOILS ENGINEER: _____ / _____ / _____

Name

Lic#:

Street #

Area City

Phone Number

* If different than owner, owner must sign & certify that they want this person/agent to serve as the designated contact of this application.

STAFF USE ONLY☐ OTC ☐ PLAN CHECK ☐ PLANNING APPLICATION**SETBACKS**

ZONING: _____ ☐ FP ☐ Coastal ACTUAL: _____ REQ'D: _____

APN#: _____ FRONT _____

LEGAL: _____ SIDE (R) _____

PA/CP: _____ ☐ Required SIDE (L) _____

PLANNER'S NAME: _____ REAR _____

Applicable to Grading Permits ONLY

ENGINEER GEOLOGIST: _____ / _____ / _____ / _____ / _____

Name Lic#: Street # Area City Phone Number

CUT: _____ FILL: _____ EXPORT: _____

CUBIC YARDAGE: _____

SITE ACREAGE: _____ WDID: _____ NOI: _____

TOTAL SITE ACREAGE: _____ DISTURBED SITE ACREAGE: _____

CAL/OSHA REQUIREMENTS (CHECK APPLICABLE BOX)

- ☐ I am the owner-builder and exempt from State permit requirements.
- ☐ I acknowledge that I must submit proof of issuance of CAL/OSHA permit for the project.
- ☐ The project does not require a CAL/OSHA permit, based upon the criteria on the reverse side of this sheet.

Applicable to Sign Permits ONLY:

TENANT/BUSINESS NAME: _____

OCCUPANCY PERMIT NUMBER: _____

SIGNAGE DETAIL: ☐ Wall Sign ☐ Freestanding ☐ Single Face ☐ Double Face ☐ Illuminated ☐ Non-Illuminated

Height: _____ Length: _____ Sq Ft: _____ Ground Clearance: _____

ADDITIONAL INFORMATION: _____

DECLARATION:

I declare that the foregoing is a true and correct to the best of my knowledge. I understand that an incorrect answer will cause delay to inspection approval and issuance of a stop-work order.

Print Name_____
Signature_____
Date



As stated in the Board-approved Ordinance, the County's Planning Department operates by using a time-and-material based deposit and fee structure for plan check, inspection, and planning services. Thus, it is required that each permit or record maintained by Planning have a Financially Responsible Party (FRP) identified.

Per the County Ordinance, the FRP and the owner will receive all official communications regarding fiscal matters, including notices of low balances and additional requests for deposits and copies of permits, and will also receive any refunds, if applicable. Once the FRP is identified, a confirmation notice will be sent in which the named FRP will have 10 days to notify the County of any errors. If the designation is contested, all work on the permit(s) may be stopped until this issue is resolved.

Permit / Record # (s)

As the ☐ Applicant ☐ Owner ☐ Contractor ☐ Other (specify) _____, I designate the
Financially Responsible Party to be: _____.

Contact Person/Agent of this application to be: _____.

☐ Applicant ☐ Owner ☐ Contractor ☐ Other _____

Name _____

Company / Business Name _____

Address _____

City, State, Zip _____

Phone # _____

Email Address _____

PRINT NAME

SIGNATURE

DATE

County Use Only ☐ New Application ☐ Revision to Current Application

Received by: _____

Date: _____

Role Updated in APPS: _____



Building Permit and Plan Check Process for Solar Permits

County of Orange

To ensure that construction complies with building regulations and standards, the County requires building permits to be obtained before construction or change in occupancy can begin. Building plans are required for permit issuance.

Plans submitted for building permits are reviewed for compliance with County Building Ordinances (Building, Plumbing, Mechanical and Electrical Codes) and State building regulation such as Energy Conservation Regulations and Handicapped Accessibility Standards.

The plan check process is summarized below to help you get acquainted with the building permit and plan check process:

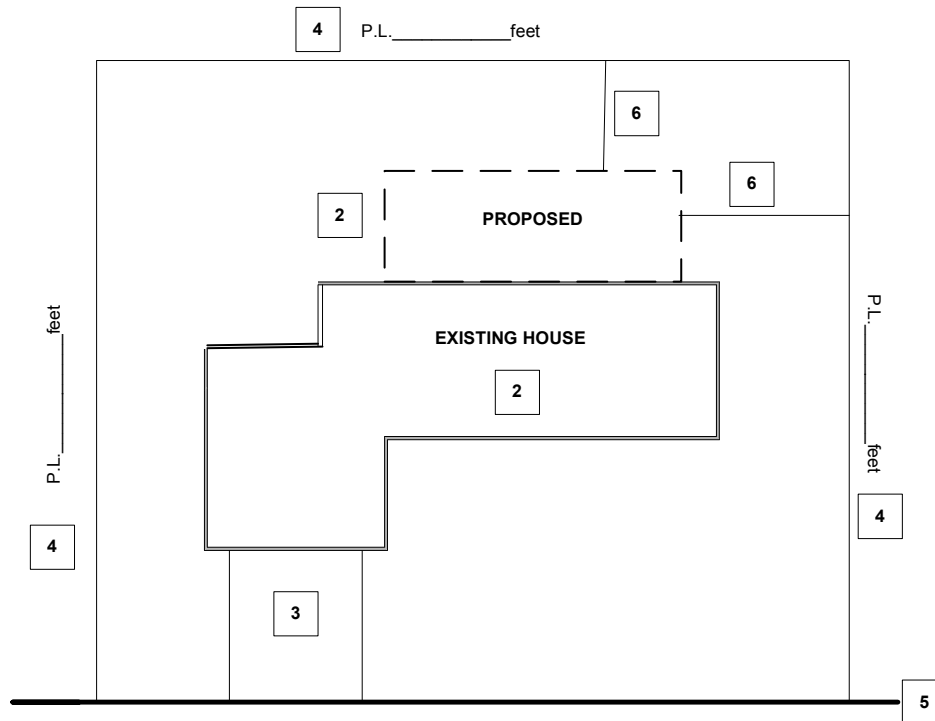
1. Applicant submits Building Permit Application at the Development Processing Center (DPC)
2. Applicant submits 2 sets of plans which consists of the following (DPC):
 - ☐ Site Plan
 - ☐ Roof Plans (Showing location of solar panels)
 - ☐ Structural Details (Showing connection of panel to roof) and Material Specifications
 - ☐ Electrical Plans
 - ☐ Structural Calculations

*Smaller projects may not need all of the above items.
3. Applicant consults with Fire Authority and Health Care Agency for clearances.
4. Applicant obtains Zoning clearance from DPC prior to permit issuance.
5. Typical 1st Plan Check Corrections are completed in approximately 2 to 3 weeks.
6. Applicant re-submits corrected plans for re-check.
7. Typical 1st Plan Re-Check Corrections are completed in approximately 1 to 2 weeks.
8. After plans are approved and all clearances are obtained, County will approve two (2) sets of plans. One (1) set for the job site and one (1) for office archive. One (1) additional set of plans is required for the Assessor's office.
 - ☐ Building permit issuance requires Workmen Compensation Insurance
 - ☐ Building permit issuance required California licensed contractor ID
 - ☐ Building permit issuance may be issued as Owner-Builder
9. Applicant will call County Inspection Office to schedule inspection
10. After final inspections, County will issue Certificate of Occupancy.



Typical Plot Plan

County of Orange



STREET NAME



Scale: _____ = _____

1. Project Location information (i.e. APN/ Tract and Lot).
2. Building footprints and rooflines – Location and use of all existing and proposed structures and landscape areas, including size, dimensions and distances to property lines.
3. Access – Including driveways, exiting and proposed.
4. Property lines – Include and label all building site dimensions and ownership boundaries.
5. Ultimate street right-of-way lines – Including name, location, size and distance from property lines, and location of sidewalks, curb and gutter, and edge of pavement, public or private.
6. Show setbacks from property lines.
7. Easements – Including location, purpose, and dimensions. (i.e. Flood Plain, Utilities, Ingress/Egress, Open Space Conservation / Scenic, etc.)
8. Fencing and Walls – Include retaining walls, existing and proposed, with heights from grade inside the outside at all turning points and the center points of all straight sections.



Architectural & Structural Corrections List

County of Orange

Photovoltaic Solar Panels on Building Roof

1. Identify location of solar panels on roof plan.
2. Provide material, solar panel specifications on plans.
3. Solar panels shall meet class B roofing materials (class A in SFPA) unless the solar panels are installed over approved roofing materials.
4. Solar panels with plastic covers shall meet section 2603 f CBC for size limits and locations.
5. Provide connection details and calculations to prevent wind uplift of solar panels.
6. Detail water proofing and penetration into roofing materials. Call out metal flashing, counter flashing (min. 26 galvanized sheet metal gage) where required.
7. Call out additional roof framing members where required for connection of solar panels. Specify hangers where required.
8. Identify weight of panels on plans and call out panel dimensions.
9. Provide calculations for loading on building if solar panel exceeds 2 psf. Results of calculations shall be incorporated into the plans.
10. Use wind speed of 70 mph and exposure C in design of wind resistance. Design panels to meet section 1609 of the CBC 2007.
11. Plans and calculations shall be signed and stamped by a registered Civil/Structural Engineer or Architect.
12. Obtain clearances from Zoning/Planning and Electrical plan check.